



CITY OF SAN ANTONIO

DEPARTMENT OF DEVELOPMENT SERVICES

TO: San Antonio Development Services Department Associates

SUBJECT: **INFORMATION BULLETIN 103a**
Plan Review Submittal (**Commercial Checklist**)

DATE: January 31, 2006

This checklist contains the standard information required on submittals for commercial construction projects. For additional information, please contact Development Services Department, 1901 S. Alamo St., San Antonio, Texas 78204, (210) 207-1111.

The following Checklist is furnished for the purpose of expediting the City's review of plans and specifications submitted for building permits issued by Development Services Department (DSD) www.sanantonio.gov/dsd. **Use of this Checklist is mandatory.** The Checklist is designed to assist you in preparing your project for plan review; mark "REQ" when an item is required and included in your submittal; mark "N/A" when the item is not applicable to your project. Please use the "Location on plans" box to indicate where the required information may be found in the project documents. This will help to expedite review of your submittal. **It is required that you mark either the "REQ" or "N/A" box for every item in the Checklist.** Every project will not involve every City Department or plan submittal listed. Consider the Checklist to provide direction based upon the type of project submitted for review. Although not a complete list, the checklist represents a fairly comprehensive list of all the items that may be required for approval during the plans review process, prior to permit issuance. The owner, the owner's design professionals and contractors are responsible for compliance with the requirements of the various adopted Codes and Ordinances of the City of San Antonio, Texas.

The design professional shall be an architect or engineer legally registered under the laws of this state regulating architecture and engineering and shall affix their official seal to said drawings, specifications, and accompanying data, for the following:

1. All group A (Assembly) - Theaters, restaurants, bars, churches, Stadiums, etc.
2. All group E (Educational) - Day cares, grades 1st - 12th, religious educational rooms, etc.
3. All group I (Institutional) - Care facilities, assisted living facilities, social rehabilitation facilities, etc.
4. Buildings and structures three stories or more high.
5. Buildings and structures 5,000 square feet or more in area.

GENERAL REQUIREMENTS

- | | | | | |
|-----|-----------------------|-----|-----------------------|---|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>A complete application for building permit.
 http://www.sanantonio.gov/dsd/pdf/form_comercialBuildingPermitApplication.pdf</p> |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>An address issued by the City of San Antonio (210-207-6956)
 www.sanantonio.gov/dsd/gis.asp</p> |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>A spreadsheet (City specified format) for multi building applications for one site.
 Multiple Application Spreadsheet
 NOTE: Each building being constructed, enlarged, altered, moved, etc. per 2003 IBC section 101.2 must be separately represented on the form and the form must be complete.</p> |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>Two copies of a recorded plat that matches the site plan(s) (may be obtained from Bexar County Courthouse 100 Dolorosa; #108; San Antonio, Texas, 78205. Tel. 210-335-2216 - Fax 210-335-2197 www.countyclerk.bexar.landata.com
 Or a copy of the proposed plat with Plat ID No. (A building permit will not be issued until the plat is recorded. A plat deferral, once approved, will allow for a conditional building permit to be issued).</p> |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>Texas Department of Licensing and Regulation AB# (Architectural/ Barriers No. is required if valuation exceeds \$50,000.00) Architectual Barriers Form
 www.license.state.tx.us
 Texas Department of Licensing and Regulation
 P.O.Box 12157
 Austin, Texas 78711
 (512) 463-6599</p> |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>Proof of compliance with Special Inspections Guidelines of the City (Requirements of Chapter 17 of the 2003 International Building Code).
 http://www.sanantonio.gov/dsd/pdf/news_SIinstruct0905.pdf
 http://www.sanantonio.gov/dsd/pdf/news_SIIlist.pdf
 http://www.sanantonio.gov/dsd/pdf/news_SIreportletter.pdf
 http://www.sanantonio.gov/dsd/pdf/news_SInoncomply.pdf
 http://www.sanantonio.gov/dsd/pdf/news_SIRDPiRC.pdf
 Location on plans:</p> |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>An asbestos survey. Asbestos abatement reports are not acceptable (surveys are required for additions/remodeling to existing buildings). Asbestos Survey Form</p> |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>Alcohol Sales Affidavit/Sexually Oriented Business Affidavit
 Adult Entertainment Establishment Affidavit
 Alcohol Affidavit of Fact</p> |

Two copies of any approved Code Modification Requests (CMR), if design is

- REQ ☐ N/A ☐ based on an approved CMR (Refer to section 104.10 and 104.11, 2003 IBC). Also, indication of the approval of any encroachment of the project into the public-right-of-way.
- REQ ☐ N/A ☐ Preliminary Plan Review Meeting(s), If Held: Minutes when approved by the City of San Antonio. Meeting minutes shall include AP Number(s), date(s), attendance sheet(s), and City approved meeting minutes.
- REQ ☐ N/A ☐ Traffic Impact Analysis (TIA) Worksheet or TIA Study
http://www.sanantonio.gov/dsd/pdf/form_trafficImpactAnalysis.pdf
- REQ ☐ N/A ☐ Regional Storm Water Management Participation Form (RSWMPF) with original signature [Regional Storm Water Management Participation Form](#)
- REQ ☐ N/A ☐ Two identical sets of construction documents; i.e., plans, specification books, project manuals, etc. (Refer to Sections 106.1 and 106.1.1 of the 2003 International Building Code).
- REQ ☐ N/A ☐ Title Sheet with the Project Title, a Location Map, and a list of applicable codes. Analysis that includes occupancy group(s), proposed occupant load, construction type, proposed fire protection system (fire sprinkler, fire alarm, fire standpipe, gaseous suppressions), etc.
Location on plans:
- REQ ☐ N/A ☐ Index Sheet of all drawings (with the dated of latest issuance/revision and sealed by Design Professional in Responsible (RDPRC) where required by state law or local ordinance).
Location on plans:
- REQ ☐ N/A ☐ Plan Review Fee <http://epay.sanantonio.gov/planfeecalculator/>

ARCHITECTURAL

The City of San Antonio is currently reviewing plans under the 2003 International Building Code and the city has adopted amendments to the 2003 International Building Code. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/bldg_2003IBCAmendments.pdf

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|-----|-----------------------|-----|-----------------------|---|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Floor Plan(s)
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Wall and floor/roof/ceiling sections and details, including UL (or other appropriate agency's) design numbers for all fire rated assemblies. Details necessary to convey compliance with the state energy conservation code (IECC).
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Exterior elevations
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Reflected ceiling plan(s) (RCP's)
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | 2000 International Energy Conservation Code Building Envelope Compliance.
Report using COMcheck software. www.energycodes.gov |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Clear identification and detailing of all fire rated partitions, barriers and fire walls, with hourly ratings, as defined by the 2003 IBC & UL.
Location on plans: |

AVIATION

The Aviation Department will conduct a review for projects located inside the Military Airport Overlays (MAOZ-1, MAOZ-2) and other Airport Overlay. The Aviation Department is located at 9800 Airport Boulevard, San Antonio, Texas 78216. For more information contact the Aviation Department at 210-207-3517. www.sanantonio.gov/airport

REQ ☐ N/A ☐ [Aviation approval form](#)

DRAINAGE

- | | | | | |
|-----|-----------------------|-----|-----------------------|---|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | A Site Grading Plan showing all existing and proposed contours of the property.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Two copies of the Drainage Report required if increase in impervious cover is greater than 4,300 sq. ft. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Detention Calculations RSWMPF
Detention Basin
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Existing or proposed storm drainage system (indicate routing of all utilities to the point of connection to public facilities).
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Boundaries of 100-year FEMA Regulatory Floodplain.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Location of the public right-of-ways adjacent to the property.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Location of all drainage easements.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Energy Grade Line (EGL) and Hydraulic Grade Line (HGL) (Public Improvements Only) (Refer to July 2005 UDC Section 35-504 (i)(1)).
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Water Surface Elevation for 5, 25, and 100 yr. events for all outfall structures
RSWMPF
Location on plans: |

ELECTRICAL

The City of San Antonio is currently reviewing plans under the 2002 National Electrical Code NFPA 70 and the adopted amendments to the 2002 National Electrical Code NFPA, the 2000 International Energy Conservation Code and the City Code Chapter 10. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/elec_ch100505.pdf (The amendments refer to Sections 10-93 and 10-94).

http://www.sanantonio.gov/dsd/pdf/elec_NoticeNec2003.pdf

Location on plans:

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|-----|-----------------------|-----|-----------------------|--|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Riser Diagram: Show riser, relationship of panels, switches, gear, etc. and note equipment amps, voltage, and wire size.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Voltage/Amp Rating: Note service voltage and amp rating.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Current: Show in calculations the available fault current.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Show service equipment short circuit amp rating.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Panel schedules with circuit amp rating.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Plan showing equipment and circuits. Indicate wire as copper or aluminum and insulation type.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Grounding: Note service grounding wire size and grounding connection requirements.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | 2000 International Energy Conservation Code Lighting Compliance/Calculations. Using the COMcheck software, provide Lighting Compliance Report/Certificate www.energycodes.gov |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Disconnecting means & equipment servicing outlets for all HVAC & refrigeration equipment shall comply w/chapter 10, sect. 10-93(1)E of the chapter 10 city ordinance and shall be independently mounted. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Exterior lighting shall comply with City of San Antonio Ordinance #97568 (Unified Development Code Section 35-396). |

ELEVATOR

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|-----|-----------------------|-----|-----------------------|--|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Hoistway: Show hoistway construction and access.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Hoistway Ventilation: Show hoistway venting and any equipment, ducts, or wiring located in hoistway.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Machine Room: Show machine room construction and access, if required.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Machine Room Lighting and Ventilation: Show machine room lighting and Ventilation, if required.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | High-rise Requirements: Show all details related to high-rise requirements.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Pit Construction: Show pit construction details.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Emergency/Security Operation: Provide information on all emergency/security operations.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Alternate Material and Methods: If design utilizes approved alternate materials and methods of construction (CMR), list those approved alternates on the plans, and provide copy of approved CMR.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Elevator recall functions are required per Section 607.4 of the COSA amendments. If a building is not equipped with a fire alarm system, specific elevator recall functions must be described on the elevator plans.
Location on plans: |

FIRE

The City of San Antonio is currently reviewing plans under the 2003 International Fire Code and the adopted amendments to the 2003 International Fire Code. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/bfc_2003InternationalFireCode.pdf

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|-----|-----------------------|-----|-----------------------|---|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Fire Protection Site Plan (label as such). The Fire Protection Site Plan shall be drawn to scale (no less than 1:60) and shall show and include information listed in COSA Amendments to the 2003 IFC Section 501.3.1.
http://www.sanantonio.gov/dsd/pdf/bfc_2003InternationalFireCode.pdf |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Fire Flow Test Report in accordance with COSA standard fire flow test format (see example WEB LINK). Fire flow test must have been conducted no more than twelve (12) months prior to the date of construction document submittal to COSA. Flow test shall be for on the fire hydrants nearest the project site unless otherwise approved by the fire code official. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | If the private or public water supply piping is not yet constructed that serves new fire hydrants and/or fire sprinkler systems, hydraulic calculations for the proposed piping design shall be submitted. The calculations shall be based on the flow test conducted on the hydrants nearest the project site and shall verify that the piping design provides the minimum required fire flow at no less than 20 psi residual. Refer to COSA Amendments to the 2003 IFC Section 508.5.3.2. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Complete Occupancy Classification Worksheet for warehouses, large storage areas, manufacturing, hazardous materials storage or use, etc. See COSA's Occupancy Classification Instructions for Warehousing, Manufacturing, and Hazardous Materials.
Occupancy Classification Form |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | City approved smoke management and/or fire protection/life safety reports where required (high rise, atria, smoke protected assembly seating, covered mall buildings, etc.) |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | For medical and dental facilities, a letter from physician or dentist, on letterhead, indicating patient/staff load and medical gas storage types, hazardous material classification, maximum quantities in use and in storage. |

FLOODPLAIN

Location on Plans:

Storm Water Engineering Division will conduct a review for projects located inside the floodplain. Floodplain information may be obtained from Public Works Storm Water Engineering Division, 114 W. Commerce, San Antonio, Texas 78201, (210) 207-8052.

www.sanantonio.gov/publicworks/stormwater/stormwaterengineering.asp You will be required to obtain a Floodplain Development Permit before the issuance of a building permit, if any of your project is located inside the floodplain.

REQ ☐ N/A ☐ Floodplain Development Permit (Refer to checklist found in the Unified Development Code (UDC) Appendix F.
www.sanantonio.gov/dsd/udc.asp

REQ ☐ N/A ☐ Lowest Floor elevation and Certification. (IBC Section 109.3.3 and Section 1612.5)
Location on plans:

HEALTH

- REQ ☐ N/A ☐ Finish schedules (floors, walls, ceilings and lighting)
Location on plans:
- REQ ☐ N/A ☐ Utensil Washing Sink: All food establishments in which food is prepared (including coffee or beverages) or in which multi-service kitchen utensils are used shall have a minimum three-compartment sink with two integral drainboards, on each side. The sink compartments and drainboards shall be large enough to accommodate the largest utensil used.
Location on plans:
- REQ ☐ N/A ☐ Liquor service or tavern sinks: A separate handsink is required. An approved glass washing machine with a rinse sink may be substitute for the compartment sink.
Location on plans:
- REQ ☐ N/A ☐ Dishwashing Machines: All automatic dish machines shall be installed and operated in accordance with code. All spray type dish machines, which are designed, for a hot water sanitizing rinse shall be provided with a booster heater, or be connected to an approved recirculation water system which is capable of maintaining the rinse water at not less than 180° F.
Location on plans:
- REQ ☐ N/A ☐ Lavatories and Handwashing sinks: Handwashing facilities shall be provided within or adjacent to toilet rooms and shall be equipped with an adequate supply of hot and cold running water delivered under pressure through a mixing valve. An adequate number of handwashing cleanser and single-use sanitary towels, or hot-air blowers, shall be provided in wall-mounted dispensers at all handwashing facilities. Handwashing facilities shall be provided within each food preparation area, waitress station, and warewashing areas.
Location on plans:
- REQ ☐ N/A ☐ Janitorial Sink (Mop Sink): A room, area, or cabinet shall be provided for the storage of cleaning equipment and supplies, such as mops, buckets, brooms, cleaners and waxes; and shall be equipped with at least one of the following, to be used for general cleaning purposes and for the disposal of mop bucket wastes and other liquid wastes:
1. A one-compartment, non-porous janitorial sink/mop sink (stainless steel, porcelain or fiberglass), or
 2. A slab, basin, or floor constructed of concrete or equivalent material, cubed and sloped to a drain. Such facilities shall be connected to approved sewerage, and provided with hot and cold running water, and protected with a backflow device.
- Location on plans:

REQ ☐ N/A ☐ Compliance with the smoking ordinance.
www.sanantonio.gov/health/hottopics/smoking.asp

REQ ☐ N/A ☐ Dumpster Enclosure: If an enclosure for trash cans and /or dumpster is to be utilized as a cleaning facility, it must be provided with hot and cold water. It must be curbed and sloped to drain into a sanitary sewer through a grease trap.
Location on plans:

IRRIGATION

- | | | | | |
|-----|-----------------------|-----|-----------------------|--|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Is irrigation required? If landscape area exceeds 2,000 square feet, and/or 10 or more trees, or if project exceeds 4,300 square feet of impervious surface an irrigation system is required. If less a hose bib with-in 100' is required. (policy by RID) |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <u>A irrigation plan shall consist of two (2) sets of plans with the contents prescribed</u> in 35-B107 (h) and 35-511 (c) (6) Project name, street address, legal description, date, scale, north arrow, names, and addresses, telephone numbers of both the property owner and the person preparing the plan. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Letter of conformity attached or embedded on plan and signed by licensed Irrigator. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Separate irrigation meter required by SAWS for new Commercial projects, backflow device, master valve, electric valves, controller, and rain stat. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Head spacing shall not exceed 50% of diameter, correct nozzle (use proper arc for area being watered) and show typical arc of heads used. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Show detail drawings of all major components, ie... backflow device, electric valves, flex pipe/swing joints, heads, quick couplers, isolation valves, which is shown in design. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Pressure loss calculation for most critical zone. (From meter through furthest head) |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Check for separate zoning, turf, plants, with dissimilar watering requirements, slopes (topography map required), and bubblers for trees. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Check coverage for over or under spray. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Water schedule showing <u>run time to achieve 1" of water per zone</u> on plan. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Check for low head drainage (check valves, SAM heads, or pressure compensating heads being used) |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Any device on a pressurized line shall be preceded by some type of isolation valve. |

LANDSCAPE

- REQ ☐ N/A ☐ A landscape plan shall consist of three (3) sets of plans with the contents prescribed in 35-B107(a) and comply with the environmental standards set forth in the City of San Antonio 2005 Unified Development Code. 35-510, 511, 512, 523
<http://www.sanantonio.gov/dsd/udc.aspx>
http://www.sanantonio.gov/dsd/pdf/AppendixB_Submittal2.pdf
- REQ ☐ N/A ☐ Is landscape required? All permitted new construction of a building, parking lot, canopy. Any addition over 1000 sq. ft. or expansion over 10% of a building. Any expansion of a parking lot over 2000 sq ft with in the street yard or 10% increase. 35-511 (a)
- REQ ☐ N/A ☐ Is landscape Architect seal required? Yes, if impervious surface (combination of building, parking lot, sidewalks etc...) is 4300 sq.ft. or greater. 35-511 (b)
- REQ ☐ N/A ☐ Are buffers required? Check abutting zoning, if different than project refer to 35-510 (c) table 510-1 to determine which buffer is required. If a corner lot, check zone against adjoining street classification. Buffer required if street classification is a collector or larger. 35-510 (a)
- REQ ☐ N/A ☐ Check for parking with-in the street yard, (if none, only 25 elective points required, if so 70 elective points are required in addition to mandatory requirements. (35-511 (d)).
- REQ ☐ N/A ☐ Is project in an Overly District? If so additional landscape and tree preservation are required.
<http://www.sanantonio.gov/planning/pdf/Neighborhoods/NCDs/0506NC01.pdf>
<http://www.sanantonio.gov/planning/ordinances.asp>
- REQ ☐ N/A ☐ If points for the preservation of existing trees and/or understory are requested, the following information shall also be included on the landscape plan. Trees and understory to be preserved and for which credit is being requested. Delineation of proposed limit of clearance and establishment of protection zones which shall extend to just outside the root protection zone of trees and outside the understory area to be preserved. Specification of ground plane treatment as either turf or ground cover. If a combination of both is utilized, the limit of each shall be indicated.

Show on plan

- REQ ☐ N/A ☐ Project name, street address, legal description, date, scale, north arrow and the names, addresses and telephone numbers of both the property owner and the person preparing on plan.
- Vicinity map, location of lot lines, and dimensions of the building site and the

- REQ ☐ N/A ☐ street yard.
- REQ ☐ N/A ☐ Approximate centerlines of existing watercourses and the location of the 100-year floodplain; approximate location of significant drainage features.
- REQ ☐ N/A ☐ Existing and proposed elevations.
- REQ ☐ N/A ☐ The location and width of existing and proposed streets and alleys, utility easements, driveways, and sidewalks on or adjacent to the lot.
- REQ ☐ N/A ☐ Identification, location, and dimensions of required plant materials, screening, and off-street parking and loading spaces within the street yard.
- REQ ☐ N/A ☐ Description of plant materials shown on the plan, including names (common and botanical), quantities, container or caliper sizes at installation, heights, spread, and spacing. The plan may designate alternative species or reference species listed in Appendix "E".
http://www.sanantonio.gov/dsd/pdf/udc_appendixE_04.pdf
- REQ ☐ N/A ☐ Tabulation of points indicating electives used, street trees, screening of surface parking, parking lot shading, and existing trees/understory preservation.
- REQ ☐ N/A ☐ If points for the preservation of existing trees are requested, the following information shall also be included on the landscape plan. Tree tag numbers, size and points requested. Delineation of proposed limit of clearance and establishment of protection zones which shall extend to just outside the root protection zone.
- REQ ☐ N/A ☐ Mulch in all planting areas shall have a minimum depth of 4 inches.
- REQ ☐ N/A ☐ Wheel stops needed if plants at maturity are closer than 30" to back of curb.
- REQ ☐ N/A ☐ Screening required of off street loading spaces, refuse and outdoor storage areas, antennas, satellite dishes, and mechanical equipment within the Street yard shall be screened from all public Streets.
- REQ ☐ N/A ☐ Zoning classifications of abutting properties.

Electives: 35-511(e)

In addition to the mandatory requirements, landscape plans shall earn a minimum of seventy (70) points awarded for elective requirements.

- REQ ☐ N/A ☐ Tree Preservation up to 40 points maximum (requires tree preservation notes on plan) Trees in street yard up to 30 points • 4" to 5.99" 3 pts. • 6" to 11.99" 4 pts. • 12" to 17.99" 6 pts. and • 18" or larger 8 pts. over 30, ½ pts are given up to the 40 point maximum. Outside street yard ½ pts are given up to 15 pts.
35-511 (d) (2)

- REQ ○ N/A ○ Existing trees may also used as parking lot shading. Refer to Appendix E for value received if with in 12' of any edge of the parking lot and not closer than root protection zone requirements. 35-511 (c)
- REQ ○ N/A ○ Screening of Surface Parking for 25 points. The screening must extend along the entire street frontage of the surface parking lot, exclusive of driveways. – Minimize monoculture 35-510 (g). Plant material shall be opaque and reach a minimum height of 30" within the first tree years.
- REQ ○ N/A ○ Street Trees for 25 points. Large trees seventy five percent of total frontage no more than 50" apart and no more than 17 feet away from the right-of-way line (may also apply for ½ credit on parking lot shading if tree falls within 12' of parking lot curb)
- REQ ○ N/A ○ Understory Preservation or installation of new understory for 15 points (mixture of large and small trees, large and small shrubs, with ground plane perennials, min 10'X20' which run adjacent to the parking lot. 35-511 (d) (6)
- REQ ○ N/A ○ Parking Lot Screening Preservation for 15 points (mixture of large and small trees, large and small shrubs, with ground plane perennials, min 10'X20' of entire parking lot. 35-511 (d) (6)
- REQ ○ N/A ○ Parking Lot Shading 20 points for compliance with mandatory parking lot shading, and an additional 5 or 15 points may be awarded when 35% or 50% shading is achieved.(Calculations required, see Appendix E for sq.ft. value Minimum 162 sq. ft. for new trees 1 9'X18' parking space)

Mandatory: 35-511(c)

- REQ ○ N/A ○ Streetscaping - In addition to developments subject to the landscaping standards, above, the following shall be subject to the streetscape planting Standards as provided herein: all developments with five (5) or more parking spaces; and http://www.sanantonio.gov/dsd/pdf/udc_article5_04.pdf
Streetscape must be shown on all plans which meet the street improvement standards 35-506 (d) http://www.sanantonio.gov/dsd/pdf/udc_article5_04.pdf
THIS INCLUDES TXDOT projects. IF TXDOT, Owner of property will be required to go through TXDOT review for approval. Contact Info: TXDOT, Marvin Hatter or Gabriel Lopez, P.O. Box 29928, San Antonio, TX. 78229, 615-6430 Office, 615-6073 Fax.
- REQ ○ N/A ○ Screening of off street equipment - Loading spaces, detention/retention ponds, refuse, outside storage areas, mechanical, and communication equipment in the street yard must be screened (min 6') from public view. 35-511 (c)
- REQ ○ N/A ○ Parking Lot Shading - Shading of 25% of the parking lot with medium to large trees as defined in Appendix E. 35-511 (c) (7)
- REQ ○ N/A ○ Irrigation - Landscaped areas shall be irrigated with a system that is suitable for the type of plantings installed 35-511 (c)

REQ ☐ N/A ☐ Mulch in all planting areas shall have a minimum depth of 4 inches.

REQ ☐ N/A ☐ Plant areas must be protected from vehicular traffic through the use of concrete curbs, wheel stops, or other permanent barriers.

MECHANICAL

The City of San Antonio is currently reviewing plans under the 2003 Uniform Mechanical Code and the adopted amendments to the 2003 Uniform Mechanical Code. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/mech_2003UMCAmendments.pdf

- | | | | | |
|-----|-----------------------|-----|-----------------------|---|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | HVAC equipment and schedules: Show locations, type, capacity, energy efficiency, and weight/support of all heating, ventilation and air conditioning (HVAC) equipment.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Rated Enclosures: Show or specify wall construction and opening protection where rated enclosures are required (heaters, boilers, etc., over 400,000 BTU; air conditioners over 100 HP, etc.).
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Special Equipment: Show special equipment such as kitchen hoods, garage ventilation, paint booth exhaust, automatic fire suppression, etc.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Fire or Smoke Control: Define in specifications or on plans special use of equipment in conjunction with fire or smoke control.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Penetrations of Rated Assemblies: Show method of opening protection and note referenced listing or refer to drawings containing same information.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Special Requirement: Show appurtenances and required details such as flue vent type and size, expansion tanks, blow down systems, protection devices, means for combustion air and special use equipment.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Air Distribution System: Show all duct runs, fire/smoke dampers where applicable, sheet metal gauge thickness for medium and high velocity systems, type and class of non-metallic duct, etc.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | 2000 International Energy Conservation Code Compliance/Calculations for Mechanical/Plumbing Equipment. Using the COMcheck software, provide Mechanical Reports/Certificate www.energycodes.gov
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Water Conservation Ordinance (100322) www.saws.org and Water Conservation Ordinance
Contact: Karen Guz or Dana Nichols at 210-233-3671 |

PLANNING

The Planning Department will conduct a review for projects that are located in any of the overlay districts listed below. The Planning Department is located on the Second Floor at DBSC, 1901 S. Alamo, San Antonio, Texas 78204. For more information contact the Planning Department at 210-207-7873.
www.sanantonio.gov/planning

To determine your zoning designation, refer to this web page:
<http://maps.sanantonio.gov/website/Zoning/viewer.asp>

Overlay Districts: Contact:

Historic Districts (H, HE, HS) Brian Chandler, Kay Hindes or Larry Gutierrez
River Improvement Overlay Districts
(RIO-1, RIO-2, RIO-3, RIO-4, RIO-5, RIO-6)
Viewshed Protection (VP-1)

Neighborhood Conservation Districts Chris Garcia, Agdel Rivera or Christine Vina
(NCD-1, NCD-2, NCD-3, NCD-4, NCD-5)

Corridor Districts (GC-1, GC-2, IH-1) Joe G. Mendoza, Zenon (Zeke) Solis or Christine Vina

REQ ☐ N/A ☐ All projects must receive a Certificate of Compliance before a building permit is issued.

PLUMBING

The City of San Antonio is currently reviewing plans under the 2003 Uniform Plumbing Code and the adopted amendments to the 2003 Uniform Plumbing Code. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/plumb_2003UPCAmendments.pdf

Location on Plans:

- | | | | | |
|-----|-----------------------|-----|-----------------------|--|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Plumbing Fixtures: Show fixture numbers and locations and provide basis for number of fixtures. Include water closets, urinals, lavatories and drinking fountains.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Building Drain System: Show the under-floor system of the drain waste and soil piping, indicating pipe sizes and slope. Provide riser diagram for multiple fixtures. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Plumbing Riser and/or Isometric: Provide diagram of installation for waste, vent, and water piping for multiple fixture installations.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Building Utilities: Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Materials: Indicate all piping materials.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Water System: Provide known water pressure and supply pipe sizes and calculations of water system, water heater data, and hot water system and accessories (expansion tank, vacuum relief, safety devices, etc.), backflow prevention requirements, pressure reducing valves, etc.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Venting System: Show pipe sizes, size of vent through the roof and connection to building drains.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Special Requirements: Show all required appurtenances, such as grease interceptors, sump pumps, sewage ejectors, sample ports, backflow preventers, backflow valves, and special fixtures. Provide appropriate calculations. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Gas Piping System Diagram: Provide schematic diagram of gas piping system Including system operating pressure. Developed lengths, gas outlets with stated demand in CFH.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Water Conservation Ordinance (100322) www.saws.org and |

[Water Conservation Ordinance](#)

Contact: Karen Guz or Dana Nichols at 210-233-3671

SAN ANTONIO WATER SYSTEM (SAWS)

The San Antonio Water System will conduct a review for projects located inside the Edwards Recharge Zone (ERZD). Contact SAWS at 210-233-3519 for more information.

www.saws.org and www.tceq.state.tx.us

REQ ☐ N/A ☐ Texas Commission on Environmental Quality (TCEQ) approval letter.

REQ ☐ N/A ☐ Water Conservation Ordinance (100322) www.saws.org and
[Water Conservation Ordinance](#)
Contact: Karen Guz or Dana Nichols at 210-233-3671

SITE PLAN

- REQ ☐ N/A ☐ Legal description of the property (matching latest recorded plat representation of the land).
Location on plans:
- REQ ☐ N/A ☐ Address (city issued)
Location on plans:
- REQ ☐ N/A ☐ North arrow indicated on plan
Location on plans:
- REQ ☐ N/A ☐ Bearings of all property lines.
Location on plans:
- REQ ☐ N/A ☐ Location of all recorded easement(s) on the property.
Location on plans:
- REQ ☐ N/A ☐ Location of the public right-of-way adjacent to the property.
Location on plans:
- REQ ☐ N/A ☐ Dimensions for all existing and proposed sidewalks, driveways, approaches, paved areas, retaining walls, streets, curbs, and gutters; (Refer to July 2005 UDC, Section 35-506(d)(9) Substandard Existing Streets).
www.sanantonio.gov/dsd/udc.asp
Location on plans:
- REQ ☐ N/A ☐ Fence details (include complete description of materials, location and appearance); (Refer to July 2005 UDC, Section 35-514).
www.sanantonio.gov/dsd/udc.asp
Location on plans:
- REQ ☐ N/A ☐ Layout and design of the parking areas, including spaces for the disabled. Refer to Traffic/SW Summary Table (Web Link)
<http://www.license.state.tx.us/ab/tas/abtas4a.htm>
Location on plans:

STRUCTURAL

- REQ ☐ N/A ☐ Design Live Loads:
List Live Loads for each use category
-Indicate if Live Load reduction was used.
-If Live Load reduction was used, indicate method of reduction
(IBC 1607.9.1 or 1607.9.2)
Location on plans:
- REQ ☐ N/A ☐ Roof Live Loads:
List Live Loads for each use category
-List basic roof Live Load(s)
-Indicate if roof Live Load(s) were reduced in accordance with IBC.
Location on plans:
- REQ ☐ N/A ☐ Snow Loads:
-List ground snow load.
Location on plans:
- REQ ☐ N/A ☐ Wind Loads:
-Indicate Code Used for Wind Design. (ASCE7 or IBC)
-List Basic Wind Speed(3 sec. Gust)(mph)
-List Importance Factor (I(W)) & Category
-List Wind Exposure
Location on plans:
- REQ ☐ N/A ☐ Foundation Plan(s)
Location on plans:
- REQ ☐ N/A ☐ Superstructure Plan(s)
Location on plans:
- REQ ☐ N/A ☐ Miscellaneous Site Structures; e.g., detention basins, retaining walls, fences, etc.
Location on plans:

TREE PRESERVATION

The applicant shall submit (if option 2 or 4) a site plan which includes three (3) sets of tree preservation plans, a survey showing the location of all significant, heritage, or mitigation trees, including clusters, an inventory with calculations, and tree protection notes. 35-B123(a)

[UDC Appendix B](#)

- REQ ☐ N/A ☐ Tree affidavit: check appropriate box (Do not check box under 1997 unless you have a valid vested rights permit number)
[Tree Affidavit Form](#)
A1 No protected trees on site, no plan needed
A2 Has protected trees but none are to be removed, requires site plan showing trees with tree protection notes.
A3 exempt, requires VRP# and verification, ONLY USED IF EXEMPT PRIOR TO 1997
A4 requires site plan showing protected trees, tree protection notes, inventory showing disposition and preservation percentages, process for inspection or permit.**NOTE:** All the above require site inspection with the exception being A3.
- REQ ☐ N/A ☐ 3 sets of Tree Preservation Plans if option 2 or 4
- REQ ☐ N/A ☐ Project name, street address, legal description, date, scale, north arrow and the names, addresses and telephone numbers of both the property owner and the person preparing on plan.
- REQ ☐ N/A ☐ Vicinity map, location of lot lines, and dimensions of the building site and the street yard.
- REQ ☐ N/A ☐ Approximate centerlines of existing watercourses and the location of the 100-year floodplain; approximate location of significant drainage features.
- REQ ☐ N/A ☐ Existing and proposed elevations.
- REQ ☐ N/A ☐ The location and width of existing and proposed streets and alleys, utility easements, driveways, and sidewalks on or adjacent to the lot.
- REQ ☐ N/A ☐ Location and number of each existing protected tree or a count of Significant trees under 6" dbh.
- REQ ☐ N/A ☐ Location of any existing or proposed trees for mitigation.
- REQ ☐ N/A ☐ Staging areas for revised ordinance.

Tree Inventory

REQ ☐ N/A ☐ List of each numbered tree, tree species, diameter at breast height (dbh), and disposition. (see example below)

REQ ☐ N/A ☐ Calculations of **Protected Trees, showing percent of preservation as required in 35-523, Significant** tree is defined as a tree six (6) inches or greater dbh for all large tree species except for the following species where a significant small tree means a tree with two (2) inches or greater DBH: Persimmon, Redbud, Mountain Laurel, Condalia, Possum Haw (in floodplain only), Crabapple (in floodplain only); **Heritage** tree is defined as a tree of twenty-four (24) inches or greater DBH for all tree species except for the above mentioned species where a Heritage tree is a tree with eight (8) inches or greater DBH

REQ ☐ N/A ☐ Mitigation calculations and information if required.

Tree Protection Notes

REQ ☐ N/A ☐ Tree protection notes, details and specifications, plus any approved alternative construction methods specifications and details.
http://www.sanantonio.gov/dsd/pdf/tree_treelandscapetprotectup.pdf

I hereby certify that I am the owner's Registered Design Professional in Responsible Charge (RDPiRC), or, in the absence of the RDPiRC, the designated alternate from the same company or the project owner; and that I have reviewed the attached submittal documents for compatibility with design of the project.

Certified by: _____ Date: _____

Print Name: _____ Telephone #: _____

Company: _____